



HILLINGDON
LONDON

November 2023 Edition - Forward Plan

over the year ...

Cabinet decisions

About the Cabinet & this Forward Plan

The Cabinet is Hillingdon Council's Leadership Team, overseeing the provision of Council services and putting our residents first. Chaired by the Leader of the Council, the Cabinet comprises 6 other Councillors (known as Cabinet Members) who are each responsible and accountable for a range of Council services, e.g. Finance, Children's Services, Transportation etc... The full Cabinet meets monthly in public (part private) to take the more significant decisions about the Borough (Cabinet decisions). Cabinet Members also take decisions individually on a daily basis (known as Cabinet Member decisions). The purpose of this Forward Plan is to highlight these upcoming decisions over the coming months and year, providing advance information to residents in a transparent way about future decisions. The Forward Plan is published every month to ensure it is kept up-to-date. It also provides the 'online' public notice of future decisions under the relevant UK regulations.

Cabinet Members in 2023/24

You can click on the links below to find out more about a particular Cabinet Member:

- [Councillor Ian Edwards - \(Chairman of the Cabinet\) Leader of the Council](#)
- [Councillor Jonathan Bianco - Deputy Leader of the Council and Cabinet Member for Property, Highways & Transport](#)
- [Councillor Douglas Mills - Cabinet Member for Corporate Services](#)
- [Councillor Jane Palmer - Cabinet Member for Health & Social Care](#)
- [Councillor Eddie Lavery - Cabinet Member for Residents' Services](#)
- [Councillor Susan O'Brien - Cabinet Member for Children, Families & Education](#)
- [Councillor Martin Goddard - Cabinet Member for Finance](#)

More information

[For more information about when Cabinet meets, click on this link.](#)

[You can also watch Cabinet meetings live or on demand on our YouTube channel here](#)

For more information about the Forward Plan, please contact Democratic Services: Tel: 01895 250636 Email: democratic@hillington.gov.uk



Notice of intention to conduct business in public, but also consider matters in private

The notice below is to inform the public that whilst Cabinet meetings are held in public, they also include a private session for dealing with confidential matters and what this means. For maximum transparency, Cabinet will also publish a 'public preview' of any confidential matters at Cabinet meetings as shown in this document.

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at Cabinet meetings in public and private are set out in a list on this Forward Plan. If they are marked "private", it includes a number or numbers (1-7 as indicated below), setting out the reason(s) why the decision will be taken in private based on the information categories below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

For maximum transparency, the Cabinet will provide a public information preview of reports to be considered in private and also the decisions made on them will also be public on our website. However, if you still would like to make representations about why a particular matter is to be conducted in private at a Cabinet meeting, and consider it should be considered fully in public instead, then please email: democratic@hillingdon.gov.uk Such representations must be received 10 days before the date of the Cabinet meeting, usually the preceding week on Monday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision where deemed urgent. Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods. Whilst meetings may be held in public, they are not public meetings and those attending are kindly asked to quietly observe proceedings. There are no public speaking rights at Cabinet meetings, as the Council provides this opportunity through its petitions process: www.hillingdon.gov.uk/petitions

Notice about the upcoming decisions listed and the timeframes for them

This notice below is to inform the public about the timeframes we are required to give in relation to the more significant decisions to be made by the Cabinet and when more information about them will be available near the time they are taken.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of **key decisions** to be made on behalf of the Cabinet or Cabinet Members. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions on this document. Where such advance notice is not practicable such key decisions may be taken under urgency procedures. All decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why as set out on the page overleaf.

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:
 - a. 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - b. variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:
 - a. where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
 - b. where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

Non-key decisions

A range of other future decisions may be listed on this document which are not key decisions and less significant in nature. This will also include a range of "standard items", i.e. decisions to be taken each month, .e.g school governor appointments, release of funds for projects etc... where it is not practical to plan and provide information more specifically so far in advance.

When will more information be available about these decisions?

Documents in relation to upcoming decisions shown on this Forward Plan will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website www.hillingdon.gov.uk at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email democratic@hillingdon.gov.uk All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW. Public reports and all decisions are also available for inspection here during office hours.

Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October)										
164	Supplier of Kitchen Units to Housing Properties	To drive value for money, Corporate Procurement are supporting the Council's Planned Maintenance teams to establish a preferred single supplier for supply of Kitchen Units and materials. This report will recommend the selection of a single provider for a 5 year period who can provide suitable kitchen materials that need replacing as part of the wider planned work programme approved by Cabinet.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)
165	Planned Works Roofing Program	Cabinet approval will be sought to appoint contractors for Lots 1 & 2 of the 2023/24 Planned Works Roofing Program, which seeks to repair and replace roofs on council housing properties where required.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)
167	Fire Safety Works, Phase 22 - Purchase of Fire Door Sets	In order to comply with the Fire Safety Act, new fire doors / sets are required at various locations across the Borough contained in Phase 22 of the Council's Fire Safety Works Programme, to support the safety of those who use them.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michael Emmett		NEW ITEM	Private (3)
168	Land at Broadwater Gardens, Harefield	Cabinet will receive a report and consider whether to dispose of a parcel of vacant land at Broadwater Gardens in Harefield and make associated decisions.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jacob Davies / Julia Thompson		NEW ITEM	Private (3)
171	HR temporary recruitment contract extensions	Cabinet will receive a report regarding the extensions of temporary recruitment agency contracts. These are for Corporate and Qualified Social Care Workers (under contract with Matrix) and qualified Social Worker roles (under contract with Sanctuary).	N/A		Cllr Douglas Mills - Corporate Services	Finance & Corporate Services	CS / R - Irvin Luchowa / T Eldriny		NEW ITEM	Private (3)
179	Roofs on Whitby Road, Ruislip & Shawford Court	Cabinet approval is sought for a contractor(s) following a procurement exercise to replace roofs on council housing properties at these locations.	Ruislip Manor		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)
182	54 Hallowell Road Northwood, HA6 1DS (previously Northwood Young Peoples' Centre)	Cabinet will receive a report to declare the vacant property at 54 Hallowell Road surplus to service requirements and consider whether to sell the site. This follow's Cabinet's decision in September 2023 on the new youth offer delivery model.	Northwood		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson		NEW ITEM	Private (3)

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Further details

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Final
decision by
Full Council

Cabinet
Member(s)
Responsible

Relevant
Select
Committee

Directorate /
Lead Officer

Consultation related
to the decision

NEW
ITEM

Public or
Private
(with
reason)

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183	Consultant appointment - accelerated Stock Condition Surveys for housing stock	The report seeks approval to appoint an external consultancy to support an accelerated programme of Stock Condition Surveys on the Council's housing stock.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Bobby Finch		NEW ITEM	Private (3)
147	Charville Lane Childrens Home, Hayes	Cabinet will progress a project - and appoint a contractor - to rebuild the Charville Children's Home site with new, modern accommodation for Looked After Children in line with Ofsted regulations, which will reduce reliance on more expensive out-of-Borough placements. The development is being funded by a grant from the DfE, with a Council contribution .	Charville		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jenny Evans / Neena Singh	Resident consultation as part of the Planning process. In addition the Service has consulted its staff.		Private (3)
097	Consideration of setting a licensed deficit budget in 2023/24 for certain schools in the Borough	Cabinet's will consider whether it is required to set any licensed deficit budget for certain schools in 2023/24.	TBC		Cllr Susan O'Brien - Children, Families & Education / Cllr Martin Goddard - Finance	Finance & Corporate	R - Sheilender Pathak / Chris Mayo			Private (3)
150	Supported Living provision	Cabinet will consider utilising the two year extension options available for the block supported living contracts for supported living schemes in Hillingdon for residents with mental health support needs and learning disabilities.	N/A		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS / R - Graham Puckering / S Offin			Private (3)
SI	Carers Strategy Update	Cabinet will receive a progress report on the Carers Strategy and Delivery Plan and new draft strategy going forward.	All		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS - Sandra Taylor / Gary Collier			Public
101	Rebuild of two Scout Community Buildings	Approval from Cabinet will be requested to demolish and rebuild of two Scout Community Buildings at 2nd Ickenham Scouts Group and Endeavours Sea Cadets Scout Group. Cabinet will consider the appointment of the contractor with capital release of associated project costs. Approval to accept grant funding from the HS2 for this project will also be sought.	Ickenham & South Harefield; Colham & Cowley		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes / Neena Singh		NEW ITEM	Private (3)

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162	Future ownership and operations of Uxbridge Golf Course and Haste Hill Golf Course	Subject to Cabinet considering an initial report on this at it's September meeting, Cabinet will receive a comprehensive report following a review of options and operations at two Council owned golf courses and make any necessary decisions on the future of the sites.	Ickenham & South Harefield / Northwood		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Eddie Lavery - Residents' Services	Property, Highways & Transport	P - Perry Scott / James Raven			Public
148	Cleaning Service for the Civic Centre and other Corporate Properties	The Council is conducting a re-tender exercise for the provision of cleaning and porter / caretaker services at the Civic Centre and 70 other premises across the Borough. The proposed contract will include internal cleaning, window cleaning and porter/caretaker services.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Sean Stone / Michael Breen			Private (3)
152	Ventilation, Air Handling and Air Conditioning Units In Council Housing & Corporate Properties	Cabinet will consider the corporate contract for the Service, Maintenance and Repair of Communal & Dwelling Ventilation, Air Handling and Air Conditioning Units In Council Housing & Corporate Properties.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - John Phillips / M Breen			Private (3)
153	London Borough of Hillingdon Smoke Control Order	The Environment Act 2021 brings in new powers for Councils to enact Smoke Control Orders to include all waterways. The Council may enforce against persons using unapproved burners and may enforce against businesses selling unapproved fuels. Cabinet will be requested to - 1) Revoke all previous versions of Smoke Control Orders 2) Approve new Smoke Control Order for whole borough and all waterways	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Stephanie Waterford / Christopher Davis			Private (3)
111	2023/25 Better Care Fund Section 75 Agreement	A report to Cabinet regarding the agreement under section 75 of the National Health Service Act, 2006, that will give legal effect to the Better Care Fund plan, including financial arrangements. The Better Care Fund supports local systems to successfully deliver the integration of health and social care in a way that supports person-centred care, sustainability and better outcomes for people and carers.	All		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS - Sandra Taylor / Gary Collier			Public

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SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Andy Evans			Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public

Cabinet Member Decisions expected - November 2023

063	SEND Strategy	Following consultation, the Cabinet Member will consider approval of the Council's Special Educational Needs and Disabilities (SEND) Strategy - a collaborative document outlining the vision and priorities for service delivery to children, young people and young adults in Hillingdon over the next few years.	Various		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly	Children, Families & Education Select Committee		Public
157	Hillingdon Cycling Strategy	The Cabinet Member will consider approval of a new Hillingdon Cycle Strategy outlining the Council's proposals for improving cycling provision across the Borough.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sophie Wilmot			Public
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

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Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November)														
175	The Collection and Treatment of co-mingled dry recycling materials	The existing contract for the collection and processing of co-mingled dry recycling expires in March 2024. This report will seek Cabinet approval to extend the contract for two years in accordance with the existing contract from April 2024.	N/A		Cllr Eddie Lavery - Residents' Services	Residents' Services	P/R - Anna Humphries / Allison Mayo		NEW ITEM	Private (3)				
176	Parking Enforcement Policy	Cabinet will consider a significant change to the Council's Parking Enforcement Policy relating to observation periods before fines are issued and what happens when a Penalty Charge Notice cannot be served due to the vehicle driving away or because the Civil Enforcement Officer is prevented from serving it.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Beth Rutherford		NEW ITEM	Private (3)				
177	Manned Guarding and General Security Contract	Cabinet will consider the Council's security contract for its building and infrastructure following a procurement exercise.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Sean Stone / P Soward		NEW ITEM	Private (3)				
169	Public Health Contracts	Cabinet will consider the public health contracts for Integrated Sexual Health Services; NHS health checks and the Weight management Programme.	N/A		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS = Sally Offin / Sandra Taylor / Gary Hutchings		NEW ITEM	Private (3)				
184	Device refresh	Cabinet will consider the contract and capital release for the upcoming refresh of the Council's computer / laptop and related devices used across the organisation for work productivity to deliver services, access systems and importantly to collaborate, engage and communicate with residents and colleagues in a modern way.	N/A		Cllr Douglas Mills - Corporate Services	Finance & Corporate Services	Matthew Wallbridge / Dale Gordon		NEW ITEM	Private (3)				
185	Library Strategy Update and Relocation of Uxbridge Library	Cabinet will receive a report updating them on the implementation of the Library Strategy approved earlier in the year, along with proposals to relocate the Uxbridge flagship Library to the Civic Centre providing a more modern library experience, facilities and access improvements for residents, as part of the Civic Centre transformation project.	Uxbridge		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Darren Deeks		NEW ITEM	Public				
057	Fleet Replacement Programme	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of circa 90 vehicles required across Housing, Maintenance and Green Spaces.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny		NEW ITEM	Private (3)				

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149	DPS for Alternative Provision - Education and SEND	Cabinet will consider the establishment of a Dynamic Purchasing System (DPS) framework for Alternative Provision for Education and Special Educational Needs and Disabilities. Alternative provision is education outside school arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would otherwise receive suitable education.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS / R - R Verma / Kathryn Angelini			Private (3)
095	Revenues & Benefits Contract Award	The existing managed services contract within Revenues & Benefits expires in May 2024. This report to Cabinet seeks approval for new contracting arrangements beyond this date following a procurement exercise to be undertaken in March 2023 and market engagement from October 2022.	N/A		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Iain Watters / Trudie Eldriny			Private (3)
139a	Homelessness Strategy, Allocation Policy and Private Sector Placement Policy, Tenancy Strategy and Policy - Consultation Drafts	Cabinet will consider for public consultation some key housing related policies. These are the Homelessness Strategy, the Housing Allocation Policy on how social housing is allocated to those on the housing register, along with the Council's policy on placing tenants in temporary accommodation and private rented accommodation. Cabinet will also consider the Council's Tenancy Strategy and Policy which provides guidance to registered social housing providers and sets out the approach to allocating and managing social housing tenancies, respectively.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Debbie Weller	Public consultation / Select Committee		Public
158	Counter-fraud and corporate related investigative policies	Cabinet will consider a suite of policies for the next 3 years relating to the investigative framework used by the Council for counter-fraud related purposes.	All		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Alex Brown			Public
161	Licences, Support and Maintenance for Geographic Information System (GIS)	Cabinet will consider contract for the licences, support and maintenance of the Council's Geographic Information System (GIS) and an upgrade to the existing GIS planning plotter	N/A		Cllr Douglas Mills - Corporate Services	Finance & Corporate Services	CS - Helen Vincent			Private (3)
043	Local Flood Risk Management Strategy	Following approval of the Flood Action Plan in May 2021, Cabinet will consider consultation on an updated Local Flood Risk Management Strategy detailing the Council and partner's approach to tackling local flooding. The Strategy is a statutory requirement.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Ian Thynne	Select Committee and public consultation.		Public

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110a	The Council's Budget Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 22 February 2024	Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Andy Evans			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - December 2023										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

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Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 2023)

166	Planned Works Roofing Program - Melbourne House	Cabinet approval will be sought to appoint the successful contractor for roofing and associated works at Melbourne House, a high rise housing block, Yeading Lane, Hayes	Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Merrik Knight - P Soward		NEW ITEM	Private (3)
170	Public Health Contracts	Cabinet will receive a report and make decisions regarding the public health contracts for Adult Substance Misuse, the Treatment and Recovery Service and the Smoking Cessation Service.	N/A		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS = Sally Offin / Sandra Taylor / Gary Hutchings		NEW ITEM	Private (3)
178	CCTV Service, Maintenance, Repair & Upgrade Contract	Cabinet will receive a report and make decisions regarding the Council's CCTV contracts following a procurement exercise.	N/A		Cllr Eddie Lavery	Residents' Services	P/R - Mike Emmett - P Soward		NEW ITEM	Private (3)
SI	Planning Obligations and Community Infrastructure Levy Annual Monitoring report	Cabinet will receive an annual update report to monitor spending on section 106 (developer contribution) monies along with the Community Infrastructure levy.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Nicola Wyatt			Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
146	Residential Landlord, Shared Ownership and Mortgaged Properties Buildings Insurance Scheme Contract Award	The existing short-term Residential Landlord, Shared Ownership and Mortgaged Properties Buildings Insurance Scheme contract managed by Housing expires on 1st April 2024. This report seeks Cabinet approval for new contracting arrangements beyond this date for a long-term agreement. The required statutory consultation will take place as per relevant regulations, including a first stage consultation in July/August and second stage consultation in November 2023, following the results of the procurement exercise.	N/A		Cllr Eddie Lavery - Residents' Services / Cllr Martin Goddard - Finance	Residents' Services	P / R - Rod Smith / Trudie Eldriny			Private (3)

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153	Void Property Repair Service Contract	Cabinet will consider appointing a suitably experienced and qualified contractor(s) to undertake the Void Property Repair Service Contract. The Contract is predominantly for general building fabric repairs in all trades to Hillingdon's properties and dwellings, including outbuildings.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Liam Bentley / M Breen			Private (3)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - January 2024										
131a	Hillingdon Water Sports Facility and Activity Centre - Pre Contract Service Agreement	Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. Therefore, Cabinet Members will receive a report regarding the appointment of a contractor for a Pre Contract Service Agreement and enabling works for the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield. This will include dredging works of the lake during September in close consultation with Natural England.	Harefield Village / Ickenham & South Harefield		Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Michael Naughton / Richard Weston			Private (3)
131b	Hillingdon Water Sports Facility and Activity Centre - Main Works Contract	Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. As part of this, Cabinet Members will consider the appointment of the main works contractor for the detailed design and construction of the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield.	Harefield Village / Ickenham & South Harefield		Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Michael Naughton / Richard Weston			Private (3)
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

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Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)										
172	Planned Works Window Replacement Program	Cabinet approval will be sought to appoint the successful contractor, following competitive tender for future phases of the Council's replacement window programme in council housing.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)
173	Contract for environmental specialist cleaning services	The existing Environmental Specialist Cleaning Services contract within Waste Services expires in March 2024. Such services include dog fouling bins, clinical waste, public toilets, dead animal collection and other waste materials. The report will seek Cabinet approval for new contracting arrangements from April 2024 following a procurement exercise.	N/A		Cllr Eddie Lavery - Residents' Services	Residents' Services	P/R - Anna Humphries / Allison Mayo		NEW ITEM	Private (3)
174	Fencing Contract incorporating installation, repair and maintenance	The existing Fencing Contract that covers the installation, maintenance and repair of damaged areas of fencing, gates, bollards, barriers etc.. across 240 Green Spaces sites expires in March 2024. This report will seek Cabinet approval for new contracting arrangements from April 2024 following a procurement exercise.	N/A		Cllr Eddie Lavery - Residents' Services	Residents' Services	P/R - Jamie Bell / Allison Mayo		NEW ITEM	Private (3)
182	Library book contract	The current contract for the provision of library books for Hillingdon libraries expires in March 2024. This report will present an appraisal of procurement options with a recommendation on contract award from April 2024. This includes adults and children's fiction & non-fiction materials to all libraries and mobile libraries.	N/A		Cllr Eddie Lavery - Residents' Services	Residents' Services	P/R - Darren Deeks & Carlos Montecino / Allison Mayo		NEW ITEM	Private (3)
135b	Award of contracts: short-term care home beds	Following a competitive tender to establish longer-term contractual arrangements to address the need for short-term care home beds for hospital discharge, Cabinet will consider awarding such contracts.	N/A		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS - Gary Collier			Private (3)
155	Supply and delivery of fuel for the Council's Fleet	Cabinet will consider the award a contract for the supply and delivery of fuel for the Council's fleet. There are two types of fuel required – Ultra Low Sulphur Diesel (ULSD) for road vehicles and Gas Oil (also known as Red Diesel) for mechanical plant vehicles. Ad Blue being an additive for euro 6 engine powered vehicles is also required.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny / Stephen Gunter			Private (3)

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156	Occupational Health (OH) Services and Employee Assistance Programme (EAP) Contract Award	Cabinet will consider new contracting arrangements for Occupational Health (OH) and Employee Assistance Programme (EAP) services managed by HR. These services are available to all Council employees and where applicable contractors, delivered by suitably qualified medical professionals including but not limited to; pre-employment health reviews, assessments for safety critical posts, in-service referrals as a result of accident/injury at work, referral to other specialist medical practitioners, medical advice for managers related to employee ill health, ill-health retirement and confidential employee support services. Prevention, advice and trend forecasting is also provided to support and improve the health and productivity of the workforce.	All		Cllr Douglas Mills	Finance & Corporate Services	C - Suzie Horn			Private (3)
110a	The Council's Budget Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2024/25 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 22 February 2024	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
045	The Schools Budget 2024/25	Cabinet will asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.	All		Cllr Susan O'Brien - Children, Families & Education / Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Coral Miller	Schools Forum		Public
141b	Changes to school admissions arrangements	Continuous review of school places and Published Admissions Numbers ensures schools and the Council can best meet the needs of all pupils across the Borough, and make effective use of resources in schools and between them. Following consultation on proposals to reduce Published Admission Numbers (PAN) in some schools, Cabinet will receive the outcome of the consultation and make the necessary decisions.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Laura Baldry / Hayley Murphy / Jenny Chalmers			Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

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Ref												
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services												
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All				Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All				Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Andy Evans			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All				All	TBC	CS - Democratic Services	TBC		Public
Cabinet Member Decisions expected - February 2024												
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various				All	TBC	CS - Democratic Services	Various		Public

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)										
SI	Housing Forward Investment Programme 2024/25 (and 2023/24 review)	Following Cabinet's decision in September 2023, this new annual report will agree the forward programme of specific Housing Revenue Account works for the ensuing financial year and provide suitable delegated authority to the Corporate Director to implement the programme over the period. The report will also include a look-back at delivering the past year's programme and the investment being made by the Council to upgrade the Council's housing stock.			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott / Gary Penticost		NEW ITEM	Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. Cabinet will also consider the fees related to the summer activity offer for children.	All		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Andy Evans			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
Cabinet Member Decisions expected - March 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public

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Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April)

139b	Homelessness Strategy, Allocation Policy and Private Sector Placement Policy, Tenancy Strategy and Tenancy Policy	Following public consultation, Cabinet will consider the responses and then make a decision regarding various key housing related policies. These are the Homelessness Strategy, the Housing Allocation Policy on how social housing is allocated to those on the housing register, along with the Council's policy on placing tenants in temporary accommodation and private rented accommodation. Cabinet will also consider the Council's Tenancy Strategy and Policy which provides guidance to registered social housing providers and sets out the approach to allocating and managing social housing tenancies, respectively.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Debbie Weller	Public consultation / Select Committee		Public
SI	School Capital Programme Update	The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough.	Various		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch			Public
046	Standards and quality of education in Hillingdon during 2022/23	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Abi Preston	Select Committee		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)

Scheduled Upcoming Decisions		Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
Ref										
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Andy Evans			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet Member Decisions expected - April 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

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Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May)

079	Carer Support Services	Cabinet will consider a contract for Integrated Carer Support Services for adults and children. Such services support carers within the Borough, make it easier for them to access advice, information and support for the valued role they undertake.	N/A		Cllr Jane Palmer - Health & Social Care	Health & Social Care	AS / R - Sandra Taylor / Gavin Fernandez / Sally Offin			Private (3)
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public

Cabinet Member Decisions expected - May 2024

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
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Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month										
SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards - Leader of the Council	TBC	C - Democratic Services	TBC		Public / Private
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills - Corporate Services / Cllr Ian Edwards - Leader of the Council (if in Ruislip Manor ward)	Finance and Corporate Services	P - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		Public
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - TBC			Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - TBC			Private (1,2,3)
SI	School Governing Bodies, Instruments of Government and Governors / Authorising Academy Appointments	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly / CS - Democratic Services			Public

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SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance				Public but some Private (1,2,3)
SI	The purchase of ex Council properties or new private properties for the Council's housing supply	Cabinet Member may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott					Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	C - Democratic Services					Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles	Traffic Liaison Group				Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles					Public
SI	To approve debt / write offs	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Martin Goddard - Finance	Finance & Corporate Services	various					Private (1,2,3)
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various					Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles					Public

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SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various		Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various		Public / Private (1,2,3)
SI	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly		Private (1,2,3)
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven		Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Helena Webster		Public
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	TBC	various		Public
SI	Appeals in relation to business rates (NNDR)	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Martin Goddard - Finance	Finance & Corporate Services	R - Iain Watters		Private (1,2,3)

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Ref			SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services							
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public
The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK										

Published 11 October 2023